

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is highly responsible administrative and technical work in planning, organizing, and directing fire protection and associated rescue and emergency services for the City. Work involves direction of all fire protection, fire prevention, and emergency rescue services of the city government including the development of recommendations for maximum protection of life and property within the City. Work requires a broad knowledge of fire administration, fire protection and fire prevention, and rescue methods and techniques. Work is performed under the general direction of the Mayor or, if he so delegates, the City's Chief Administrative Officer. The Fire Chief, however, works with wide technical and administrative independence in planning, organizing, and directing these protective services. Work is evaluated through review of reports, discussions, and conferences, for the quality of results achieved and the effective use of available resources.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Plans, organizes, and directs comprehensive fire and emergency rescue protection program; conducts needs assessment to determine financial, equipment, and personnel needs.

Plans, organizes, directs, and evaluates fire suppression, prevention, and rescue programs.

Supervises directly or through subordinate supervisors all employees of the department; takes personal command of fire suppression or rescue operations at major emergencies.

Evaluates departmental financial, personnel, equipment, and physical facility needs; develops budgetary recommendations for operating and capital needs and presents and explains budgetary requests to high ranking executive and legislative officials of the City.

Exercises purchasing and budgetary control; reviews and approves specifications for new equipment and apparatus.

Directs the preparation and analysis of records and reports of fire protection and related emergency protection needs of the City; determines, through consultation with subordinates, needed

change in operational and administrative policies.

Directs the development of programs for training, development, and utilization of personnel.

Represents the fire department before civic and other local groups and at regional, state, and national meetings and conferences.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have no felony convictions.

Must, if employed after January 1, 1992, have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least three (3) years of which must have been in positions which include administrative or supervisory responsibilities **OR** have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least three (3) years of which must have been in positions which include administrative or supervisory responsibilities.

Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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